

PROTEST REFERRAL COVER SHEET

(To be completed by the Contracting Officer* Please complete in its entirety)

Protester: _____ CAGE Code: _____

Awardee: _____ CAGE Code: _____

Date of Protest: _____

PR Number: _____

Solicitation Number: _____ Closing Date: _____

Contract/Purchase Order Number: _____ Award Date: _____

NSN: _____

Item Description: _____

Dollar Value: _____

Pre-Award Acquisition Specialist: _____ Office Symbol: _____

Pre-Award Contracting Officer: _____ Office Symbol: _____

Post Award Administrator: _____

Type of Protest: GAO ☐ Agency/Executive Order ☐ Contracting Officer ☐

*Is Protest: Pre-Award ☐ Post-Award ☐

*If Post-Award, has a stop work order been issued: Yes ☐ No ☐

(if no, explain why no stop work was issued) _____

Check List of documents to be included in the protest package (include all that apply):

Protest	
Solicitation	
Abstract	
Quote of Awardee	
Quote of Protestor	
395-Record of Significant Events	
SAAD – Simplified Acquisition Award Document	
Award (Contract or Purchase Order)	

Emails between the Buyer and Offerors	
Emails between the Buyer and the Product Specialist (or Tech Referral)	
Active SAM registration	
DCRL comments	
JCP certification	
DD 2579	
Email to Post Award requesting Stop Work Order modification	

Contracting Officer's Recommendation: Dismiss/Deny ☐ Sustain ☐ Not sure ☐

Additional Comments:

NOTE: Ensure all pertinent documents are scanned into the official contract file, as well as attaching all applicable documents on the checklist on page 1 to this cover sheet using the "Attach a File" feature (paperclip symbol) located in the shaded area on the left side of this PDF. Submit this protest using the "Click Here to Submit" button below. Prior to submitting, please save this document in a desired location. Should you have any questions, please do not hesitate to contact Cynthia Caffrey (804) 279-3667 or Jennifer McNamara (804) 279-2217 for further assistance.

Email form and all attachments to
dlaavn.counsel@dla.mil